

ESRL Physical Sciences Division (PSD)
Field Site Access Procedures

The site access approval process outlined below will be documented by forms, emails, and tracked in a Google document shared by the PSD Field Site Managers and Rita Lombardi.

The PSD Field Site Access Request Form must be submitted to the PSD Field Site Manager.

The Field Site Manager will review the site access request for appropriateness of purpose and duration of effort. The Field Site Manager will notify the Federal POC/Sponsor for U.S. Citizens/Non-U.S. Citizens with a Green Card when their visit is approved. The Field Site Manager will provide the PIN/Combination Code to the Federal POC/Sponsor. (Allow up to 7 days for approval.)

If Foreign National Visitors (FNVs – access for 3 days or less) or Foreign National Guests (FNGs – access for more than 3 days) are part of an approved project, additional procedures need to be followed.

For FNVs, the Division POC/Sponsor must submit the appropriate clearance paperwork to the Western Regional Security Office (WRSO) for approval. FNV approvals received from the WRSO must be forwarded to Rita Lombardi by the Division POC/Sponsor. Rita will update the shared document and notify the Field Site Manager, who will provide approval and the PIN/Combination Code to the Federal POC/Sponsor. All FNVs must be escorted and will have access during business hours only at the field site. (Allow up to 14 days for approval.)

For FNGs, the Division POC/Sponsor must submit the appropriate clearance paperwork to the NOAA Chief Administrative Officer (CAO) and the WRSO for approval. FNG approvals received from the CAO and the WRSO must be forwarded to Rita Lombardi by the Division POC/Sponsor. Rita will update the shared document and notify the Field Site Manager, who will provide approval and the PIN/Combination Code to the Federal POC/Sponsor. The email acknowledging receipt of the signed Appendix C from the WRSO must be forwarded to Rita as soon as it is received by the Division POC/Sponsor. All FNGs must be escorted and will have access during business hours only at the field site. If a FNG has been approved to have Limited Unescorted Access at the field site, this approval must be forwarded to Rita. (Allow up to 45 days for approval.)